

Please return requests to your Manager

Following is the Employee Agreement that all BIT employees and State contractors must sign; **Employee Agreement to Comply with BIT Information Technology Security Policy (the “Policy”)**. The State of South Dakota is dedicated to information security and has security specialists in each BIT Division. However, users are responsible for compliance to all information security policies and procedures. By signature below, the employee / contractor hereby acknowledges and agrees to the following:

1. Employee is a State of South Dakota employee or contractor that uses non-public State of South Dakota technology infrastructure or information;
2. Employee / contractor will protect technology assets of the State from unauthorized activities including disclosure, modification, deletion, and usage;
3. Employee / contractor agrees to follow state and federal regulations in regards to confidentiality and handling of data;
4. Employee / contractor has read and agrees to abide by the Policy;
5. Employee / contractor consents to discuss with a supervisor / State contact regarding Policy violations;
6. Employee / contractor shall abide by the policies described as a condition of continued employment / service;
7. Employee / contractor understands that any individual found to violate the Policy is subject to disciplinary action, including but not limited to, privilege revocation, employment termination or financial reimbursement to the State;
8. Access to the technology infrastructure of the State is a privilege which may be changed or revoked at the discretion of BIT management;
9. Access to the technology infrastructure of the State automatically terminates upon departure from the State of South Dakota employment and contracts;
10. Employee / contractor shall promptly report violations of security policies to a manager / State contact and BIT Help Desk (605.773.4357);
11. The Policy may be amended from time to time. The State of South Dakota recommends employees and contractors for the State to regularly review the appropriate Policy and annual amendments.

Information Technology Security Policy – BIT: <http://intranet.bit.sd.gov/policies/>

Information Technology Security Policy – CLIENT: <http://intranet.bit.sd.gov/policies/>

Information Technology Security Policy – CONTRACTOR: <http://bit.sd.gov/vendor/default.aspx>

Acknowledgement: State of South Dakota Information Technology Security Policy

Contractor: By signing this form the individual affirms that they have the authority to commit their entire organization and all its employees to follow the terms of this form. State of South Dakota Contract Number: _____

Employee / Contractor signature Date

Manager / State contact

Date

Employee / Contractor name in block capital letters